

Holy Trinity Episcopal Parish Vestry Meeting

April 23, 2017

Present: Byron Harder, Meredith Mims McTigue, Mtr Suz (Rector), Kathy Sparks, Jack Davis, Dustin Foxworth, Iris Reed, Kathy Crouse (Jr. Warden), Kathy Hunter, Joe Yanes, Paul Anderson (Sr. Warden), Tommye Hurst, Bill McDaniel, David Robb.

Excused: Kaleb Ellison; Rebecca Eidson (Secretary)

Opening Prayer: Kathy Crouse opened with a prayer.

Review of mission and Holy Trinity distinctives from Vestry Retreat: Mtr. Suz, along with the Vestry, reviewed our mission and notes from the Vestry Retreat. Mtr Suz has some things planned to help the Vestry hold onto work done at the retreat and to make them real.

Lectio divina and reflection on gifts for ministry areas: Mtr. Suz presented Romans 12: 1-8 for the Vestry and ask them to reflect upon the verses. She also reviewed the Vestry Team roles. Mtr. Suz emailed these current and/or new roles prior to announcing in the meeting. The Vestry went over what are "Spiritual Gifts" and asked if the Parish has done a survey of gifts. It was mentioned that it probably had been about 15+ years.

The Wardens are suggesting that the vestry lead "sabbaticals" within their areas assigned to take some time to realize...what has been, what is, and what we dream might be. They are proposing that the ministry teams meet together over several informal meetings to evaluate how the ministry group operates in light of the mission and goals established during the Vestry retreat. While this may involve affirming the goals and methods of our ministry areas, the sabbatical period is also intended to develop new approaches, new ideas, and new membership and leadership. Mtr Suz will send notes on Vestry Teams. The Wardens are planning a seminar on Monday, May 15. There will be a meal provided to the Vestry. We will be led by d'Rue Hazel. In the fall, the ministry teams will report and share their sabbatical work to the vestry. We will compile the work that will be proposed for future plans.

Approval of minutes of March 9 called Vestry meeting minutes and March 17 Vestry regular meeting minutes: Tommye Hurst moved to approve both sets of March minutes with a second from Bill McDaniel. Vestry approved unanimously.

Outreach Committee: Kathy Sparks reported a resolution crafted by Harry Morse regarding a ministry of support for 15 Haitian university students organized and led faithfully by Earl Burch and conducted by some of our parishioners. Previously this support was conducted through the parish in a way that could be perceived as a "pass-through" by the IRS. In December, the Finance Committee asked how this approach might affect our Diocesan tax-exempt status, a concern shared by the Bishop. Unfortunately, Holy Trinity can't be the vehicle in which we conduct this support. The resolution suggests that we do it through the organization called Summits out of Boston, Mass., a nonprofit that has been approved by the Diocesan Chancellor. They will provide on the ground monitoring.

Paul proposed approval of the funding mechanism through Summits on a three-month trial basis; in the meantime the Vestry requested the Outreach Committee do a complete evaluation of the effectiveness of the mechanism, as well as conduct a review of options for this ministry beyond the three-month period. Under this resolution the donors can continue to give to Holy Trinity, which will forward the

funds via Summits as the vehicle for administering the gifts. In addition to individual donor funds, there are funds designated for university support, gifted by the Vestry earlier this year, in the amount of \$13,000. Kathy Sparks made a motion to release the money for the tuition on a three-month trial period, concurrent with an Outreach Committee review of the mechanism and the ministry. Byron Harder second the motion. 13 approved, 1 Opposed. (Dustin Foxworth-Treasurer)

Kathy Sparks moved to set up and name an educational ministry fund for Haitian students (at any educational level) after Dr. Earl Burch, called the Dr. Earl Burch Haitian Education Fund. Seconded by Dr. Byron Harder. Motion approved unanimously.

St. Paul's Church Report: Jack Davis reviewed the fee for burials at St. Paul's Episcopal Church. The Vestry established the price that began in January 2017. Jack read his information from the "Regulations Governing" document. The Vestry discussed the different fund structure within the Financial Budget Report. Hap Wheeler and Tommye Hurst made a few observations with the document regarding needed language changes. Hap moved to approve the document with the proposed corrections and Joe Yanes second the motion. SEE ATTACHMENT A for the final version. The Vestry unanimously approved the motion. Iris Reed suggested that content regarding burials be added to the website.

Personnel Matters: Mtr. Suz reported that Mary Beth Johnstone has accepted a new work position. Chloe Cashwell has accepted the position of Family Ministry coordinator. She has wonderful experience with youth and comes to us from St. Andrews in Greenville, SC. Assistant to the Rector, Christopher Wilkinson will begin his work with us in June. He is currently searching for a house for his family.

Jr. Warden Report: Kathy Crouse report that window tinting has been installed and the bell tower has been completed. Bill McDaniel mentioned that the guard rail on the big wide steps has been loose for years. It's not clear if it's our rail. Kathy noted that a lightbulb needs to be changed. Kathy is working on an online submittal form for maintenance needs.

Sr. Warden Report: Paul Anderson reported that he has mainly been working on Haiti scholarship logistic issues.

Treasurer's Report: Dustin Foxworth reported that pledges are slightly down, but nothing alarming. Jack had a question regarding the line items for St. Paul's Endowment funds. Line items will be confirmed with Lynne Farmer and clarification will be emailed to Vestry. Jack will come to the next Finance Committee. Jack made a motion to accept the report. Bill McDaniel seconded. Motion approved unanimously

The motion was made and approved to end the meeting at 9:00 p.m.

Minutes Respectfully Submitted by Meredith McTigue

**Regulations Governing
St. Paul's Episcopal Church and Churchyard
Pendleton, South Carolina**

St. Paul's Episcopal Church, Pendleton, South Carolina is a historic unorganized Mission of the Diocese of Upper South Carolina. The Diocese has entrusted the care of St. Paul's Church and its Churchyard to the Rector and Vestry of Holy Trinity Episcopal Parish in Clemson, South Carolina. The St. Paul's Committee, herein referred to as the "Committee," was established by the Vestry to manage the affairs of St. Paul's Church and Churchyard.

Church Building Use:

1. The Rector of Holy Trinity Parish will serve as the Priest in Charge for St. Paul's, and, as such, has sole responsibility for determining the use of St. Paul's Church, with the advice of the Committee.
2. All services at St. Paul's Church shall be in accordance with the Canons of the Episcopal Church.
3. The church is not open to the public, except during published times for services and special occasions such as weddings, funerals, and certain historical celebrations.
 - a. The Pendleton Historic District has permission to escort tour groups through the church and churchyard.
 - b. All other requests shall be handled by the Committee and the Priest in Charge through the Holy Trinity Episcopal Parish office.
4. Procedures and fees for weddings at St. Paul's will be in accordance with the "Wedding Preparation Guide" of Holy Trinity Episcopal Parish.
5. The Committee shall oversee the maintenance and upkeep of the church building.

Churchyard Use:

1. It should be understood that no deed to church land can be granted. The churchyard is not a public cemetery. It is property of the Episcopal Diocese of Upper South Carolina.
2. Right to burial may be obtained by contributing to the St. Paul's Fund. The amount of such contribution is set by the Vestry and may be changed from time to time. This contribution secures the privilege of burial in a designated plot in the churchyard. While it is the intent to honor plot designations, the Committee retains the authority to substitute burial space other than that designated, should the need arise. Right to burial shall be available to communicants in good standing of Holy Trinity Episcopal Parish, Clemson, SC, former communicants of St. Paul's, Pendleton, and members of their families related by blood, marriage, or adoption through one generation. Other requests for space will be considered on a case-by-case basis by the Committee and the Priest in Charge.
3. Burial plots within the churchyard, measuring 4 by 11 feet, are to be located by using the master plot plan.
4. Each burial plot may be used to accommodate up to two members of a family through means of layered burials.

5. Burial plots may be used for burial of cremated remains. Such use will be limited to the ashes of three family members. An Interment Fee will be charged for each interment not performed by a mortuary. The amount of this fee is set by the Vestry and may be changed from time to time.
6. No burial plot shall be designated for use by an individual until the appropriate donation has been received by the Holy Trinity Episcopal Parish.

Churchyard Management:

1. The Committee shall oversee the maintenance and upkeep of the churchyard.
2. The Committee has complete authority to have any tree, shrub, or plant in the churchyard trimmed or removed.
3. The picking of flowers or leaves, the breaking of any tree or shrub, the marring of any landmark, marker or memorial or the defacing of churchyard grounds in any manner is prohibited.
4. Plantings of any kind on grave sites or elsewhere within the churchyard are prohibited except as expressly authorized by the Committee.
5. The digging of holes within the churchyard for any purpose is prohibited, except as expressly authorized by the Committee.
6. Only fresh flowers and potted plants may be placed on grave sites at any time. They must be removed upon becoming wilted.
7. The Committee has the authority to remove from the churchyard any objectionable article which, for any reason, is not considered to be in keeping with the general appearance of the churchyard.
8. All headstones shall be of granite, marble, or stone, and shall be tasteful and in keeping with the historic dignity of the churchyard. The Committee may be sought for advice.
9. All memorials and/or markers other than headstones must be flush to the ground and of uniform style and design, as approved by the Committee.
10. The maintenance of headstones, memorials, and markers shall be the sole responsibility of the family or heirs of the person interred.
11. Enclosures of any kind, such as a fence, coping, hedge, or ditch are prohibited around any grave or burial plot. All burial plots must be flush with the established grade.
12. Caskets are required, but vaults or grave liners are optional for burial of all remains, except ashes which may interred uncontained.
13. All openings and closings of graves must have prior approval of the Priest in Charge.